



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

DECEMBER 2013

PO Print to PDF

The PO to PDF is currently being tested and will soon be implemented. Upon completion of this enhancement, all PO's and BPO's will have the ability to be sent to a user's email address in a *.pdf format. The screens to be effected are 2150, 2340, 2360 and eventually the 2342.

In order to print the PO and/or BPO to .pdf, a Buyer ID must be established on the 5700 screen along with a valid email address, as well as present on the PO. If no Buyer ID is entered, or a Buyer ID has no valid email address the PO will be sent to the printer. Agencies may wish to set up a generic email address for their buyers. In addition, a user will have the ability to enter an email address or Buyer ID if they wish to send the PO or BPO to another user using the 2150 screen.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

PCHL2360 V4.1 MD DEV ADVANCED PURCHASING/INVENTORY 11/20/2013 9:07 AM

LINK TO: DIRECT PURCHASE ORDER GRAPHICAL PRINT: Y (Y/N)

PRINTER ID: EFBP VENDOR CHG: Y NOTE: N PRINT SWITCH: C (R/C)

PURCHASE ORDER : EUSP0400008 DEPT: EUS INTF TYPE : DP CREATE: 09/02/09

PURCHASING TYPE: DP MATCH TYPE: A4 EFF DATE: 09/02/2009 UPDATE: 09/02/09

ACTION IND : P WAREHOUSE: BUYER: MMCK FILTER IND: POST: 09/02/09

CONTRACT AMOUNT: 1,500.00 REMAINING BAL: 1,500.00 STATUS: POST

VENDOR : 1234567816 VENDOR ADD FOR 621526 EXPEDITOR :

ADDRESS : 441 DAVIS STREET TRACK CODE :

MBE SBR : DATE :

CITY: ANNAPOLIS ST: MD ZIP: 21401

DELIVER TO NAME: MIKE MCKENNA BPO ID :

ADDRESS : 45 CALVERT EXPR DATE:

CITY: ANNAPOLIS ST: MD ZIP: 21401 FOB POINT: DEST

BILL TO NAME : BILL TO ADDRESS CODE: QUOTE: N

DIST METHOD: S DELIVERY DATE: 09/02/2009 DISC TERMS: NET SUBCONTRA: N

SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3 PERCENT

01 EUS 10 A0003 0902 0902

F1-HELP F2-COPY F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-SELECT VEN

F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCT F12-PRINT ENTER-INQ CL-EXIT

INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE

Ready Running APL NUMFLD ADTFYA1 OVR CAF

CICSP51 (PRODUCTION) for RSTARS and ADPICS will not be available on Dec. 14th.

NIGP Code Upgrade in ADPICS

Lisa McDonald from DGS, presented to the ADPICS User Group committee on November 21, 2013 an analysis document for moving forward with NIGP standardization. Discussion ensued among committee members. She suggested all questions be directed to her via email (lisa.mcdonald@maryland.gov) so she may address your questions with her agency.



Fixed Asset Depreciation FY 2014

For the remaining months of fiscal year 2014, GAD will run the fixed assets depreciation on the following dates:

December 26, 2013	January 22, 2014	February 26, 2014
March 26, 2014	April 23, 2014	May 28, 2014

June 2014 depreciation run: as soon as agencies complete recording FY2014 fixed asset transactions in the Fixed Asset Subsystem.

ADC Technical Bulletin 307

FTP Restricted

The ADC plans to use ACF2 to restrict the ability of mainframe users to FTP files to and from the ADC mainframe beginning on January 13, 2014. This change will not affect FTP usage by jobs that are run by Tivoli Workload Scheduler (OPC).

If you wish to retain the ability to FTP files, please contact an ACF2 Security Officer from your agency; a list of ACF2 Security Officers may be found at: http://www.adc.state.md.us/pdf/Security_Officer_Report.pdf

ACF2 Security Officers: please email to Maricarole Jones mjones@comp.state.md.us the ACF2 logon IDs and names of the people to whom the access should be granted; please email your request on or before December 31, 2013.

If you have any questions, please contact Maricarole Jones at 410-260-6352.

****Rumba file transfers are impacted.** Once ADC implements the rules ONLY those whose logon id's have been supplied will be able to execute an FTP from their desktop or through a batch job unless that job is run via OPC.



UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

December 24, 2013 - *Tuesday before Christmas Day* - Service Reduction Day

December 25, 2013 - *Wednesday* - Christmas Day

December 31, 2013 - *Tuesday, New Years Eve* - Service Reduction Day

January 1, 2014 - *Wednesday* - New Years Day

January 20, 2014 - *Monday* - Dr. Martin Luther King Jr.'s Birthday

February 17, 2014—*Monday*—President's Day

May 23, 2014—*Friday*—Service Reduction Day

May 26, 2014 - *Monday* — Memorial Day

APPLICATION SYSTEMS MANAGEMENT

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is January 23, 2014 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 427B), 1:30 p.m. - 4 p.m.

The November meeting notes, along with the agenda for the January meeting can be found on the BBS under *ADPICS Meeting Minutes* (<https://www.doit.state.md.us/bbs/login.asp>, user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

1. Enter <http://www.intercall.com/iumGo>
2. In the right corner, click **JOIN MEETING**.
3. At Moderator's User Login enter [5012161452](#).
4. Click **Join As Participant**.
5. When prompted, select **Dial In Now**.
6. Dial [\(855\) 297-3227](tel:(855)297-3227) and enter the Conference Code: [2836957129](#) followed by #.



DBM will not have an official SPAG meeting again until Spring 2014. If you have any questions regarding this meeting, please contact Jamie Tomaszewski @ 410-260-7386 or jamie.tomaszewski@maryland.gov

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

November:	December 16, 2013.	December:	January 15, 2014.
January:	February 18, 2014.	February:	March 17, 2014.
March:	April 15, 2014.	April:	May 15, 2014.
May:	June 16, 2014.		

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from August to September for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S025 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 08/20/13 11:17 AM
LINK TO: AGENCY CONTROL PROFILE DB2W

AGENCY: F50 FISCAL YEAR: 14

COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:
ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:
CA RANGE FROM: TO: CA TYPES:
BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:
DEFAULT- IDX: PCA: REV COMP/AGY OBJ:
REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N BSL: 3
ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
ENC INDICATOR: Y PRE ENC IND: Y COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00 INV: 500.00 CAPTURE: E
AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH/YEAR CLOSED: 01 2013 AGY BUD BY ORG IND: N (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 09 09 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 07011996 EFF END DATE: LAST PROC DATE: 05172013
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

Ready Running APL NUMFLD ADTFW0E OVR CAP NUM W 16,33

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us—

service.desk@maryland.gov

Service Desk and Security Services Fax number is

443-926-9742

FMIS Production On-Line Operating Hours

AE / IAE Availability: Effective January 03, 2014

R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 6:30 PM

Sunday: The system is unavailable on Sundays.

The Inactive Account Event will process on **Saturday, Dec. 14, 2013**. This will complete IAE for FY2013 and create IAE FY2014, consisting of July, Aug., and Sept.. Beginning **January 3, 2014**, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2003 – 2012 available through special request.</i>		

****Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.**

REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. **Please note—there is a 3 pm deadline to have interface files submitted.**